

**AGREEMENT BETWEEN**  
**EAST HARTFORD BOARD OF EDUCATION**  
**AND**  
**LOCAL 818 OF COUNCIL #4, AMERICAN FEDERATION OF STATE, COUNTY AND**  
**MUNICIPAL EMPLOYEES, AFL-CIO**

**JULY 1, 2016 TO JUNE 30, 2019**

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This Agreement is made and entered into by and between the East Hartford Board of Education (hereinafter referred to as the "Board") and Local 818 of Council #4 of the American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter referred to as the "Union").

## ARTICLE I UNION RECOGNITION

The Board recognizes the Union as the sole and exclusive bargaining agent for the purposes of collective bargaining on matters of wages, hours and other conditions of employment for non-certified supervisory employees of the East Hartford Board of Education, including the supervisor of maintenance, supervisor of custodial services, accounting manager, network administrator, payroll manager, supervisor of information technology, supervisor of support services, certified public accountant, supervisor of security, program supervisor – out of school programs, program supervisor – family resource centers and excluding the supervisor of nursing.

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination because of age, sex, marital status, sexual orientation, race, color, creed, national origin, qualified handicap, political affiliation or union membership.

## ARTICLE II BOARD PREROGATIVES

It is recognized that the Board has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the public schools in the Town of East Hartford in all its aspects, including but not limited to the following:

To maintain all public schools and such other educational activities as in its judgment will best serve the interests of the Town of East Hartford, to decide the need for school facilities; to determine the care, maintenance and operation of buildings, land, apparatus and other property used for school purposes; to determine the type of work to be performed, to assign all work to employees or other persons, to determine shift schedules and hours of work; to decide the methods, procedures and means of conducting the work; to select, hire and demote employees, including the right to prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Board of Education, provided such rules and regulations are made known in a reasonable manner to the employees affected by them, to discharge or otherwise discipline any employee for just cause, to promote, transfer and layoff employees; to prepare and submit budgets to the Town and to allocate monies appropriated by the Town for the maintenance of the schools, and to make such transfers of funds within the appropriated budget as it shall deem desirable. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in violation of any of the specific terms and provisions of this agreement.

ARTICLE III  
GRIEVANCE PROCEDURE

Section 3.1

A grievance shall mean a complaint by an employee or the Union that rights under the specific language of this agreement have been violated or that there has been a misinterpretation or misapplication of the specific provisions of this agreement.

Section 3.2

Step 1

A grievance shall be submitted to the Director of Human Resources. Such grievance will be presented in writing at this step of the grievance procedure. There must be set forth in the spaces provided all of the following:

- A. A statement of the grievance and the facts involved;
- B. The remedy requested; and
- C. The specific provision of the Agreement that is being claimed as a violation.

The Director of Human Resources shall meet with the employee and the Union representative together prior to making his/her decision, but in any event must render his/her decision in writing with copies to the employee and the Union within (10) workdays of such meeting.

Step 2

If the grievance is not satisfactorily resolved at Step 1, the grievance may be submitted in writing to the Board of Education within ten (10) working days following the decision from Step 1. The Board of Education shall meet with the employee and the Union Representative within twenty (20) working days of receipt of the grievance and shall respond to the grievance within twenty (20) working days following the meeting.

Step 3

If the grievance is not settled at Step 2 within the required time, the Union may submit such grievance to arbitration by the American Dispute Resolution Center. Notice of intention to submit such grievance to arbitration must be in writing addressed to the Director of Human Resources, and must be made no later than thirty (30) calendar days following the decision of the Board of Education, or the expiration of the time limits for making such decision, whichever shall first occur. Arbitration by the American Dispute Resolution Center shall be in accordance with its administrative procedures, practices and rules. If designated by the Union in its notice of intent to arbitrate, the Union may request the services of a mediator prior to submitting the

matter to arbitration, provided in no event may the case be submitted to arbitration later than thirty (30) days after the notice of intent to arbitrate unless otherwise mutually agreed.

The arbitrator shall hear and decide only one grievance in each case. He/She shall be bound by and must comply with all of the terms of this Agreement. He/She shall have no power to add to, delete from or modify in any way any of the provisions of this Agreement. The decision of the arbitrator shall be binding upon both parties and all employees during the life of this Agreement, except as otherwise provided by law. Fees and expenses, if any, of the arbitrator shall be borne equally by the Board and the Union.

### Section 3.3

Any grievance, as defined above, not presented in writing for disposition through the grievance procedure set forth above within ten (10) working days of the occurrence of the condition giving rise thereto, or within ten (10) working days of his knowledge of its occurrence, whichever comes later, shall not thereafter be considered a grievance under this agreement. In the case of an individual grievance, knowledge shall be presumed to take place no later than thirty (30) calendar days after the occurrence in question.

Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be considered acceptance by the aggrieved of the decision rendered and such decision shall thereafter be binding upon the aggrieved. The time limits specified at any step may be extended in any particular instance by agreement between the Director of Human Resources and the Union.

### Section 3.4

No employee may file for arbitration as an individual, but only the Union may file an appeal to arbitration hereunder.

### Section 3.5

Meetings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity to attend for all persons specified under Step 2. When such meetings are held during school hours, all persons who participate shall be excused without loss of pay for that purpose.

### Section 3.6

Failure of an employee or the Union to file a grievance within the time limits specified in the grievance procedure does not establish a precedent for settlement of any future grievance.

ARTICLE IV  
UNION RIGHTS

Section 4.1

The Board agrees to deduct from the pay of all its employees who authorize such deductions from their wages, such membership dues or service fees as may be fixed by the Union. The proper deduction will be made each pay period from the employees' wages and forwarded to the Union monthly. Such deductions shall continue for the duration of this Agreement or any extension thereof.

Section 4.2

The Board will provide each employee with a copy of this Agreement within thirty (30) days after its signing. New employees will be given a copy of this Agreement at the time of hire.

Section 4.3

All employees in the bargaining unit shall upon completion of thirty (30) calendar days of employment become and remain members of the Union in good standing in accordance with the Constitution and Bylaws of the Union or in lieu of Union membership, pay to the union a fee allowable by law, during the term of this Agreement or any extensions thereof as a condition of employment. The Union agrees to indemnify and save harmless the Board for any sums which the Board is required to pay as the result of a claim that the sums of money herein referred to have been illegally deducted, or for any liabilities which may arise from the Board's having complied with or enforced this provision.

Section 4.4

The duly authorized Financial Officer of the Union shall certify to the Board the amount to be deducted per pay period from the wages of such employees. The Union will notify the Board of any change and effective date.

Section 4.5

The Board agrees that there will be no lockout of any employee during the life of this Agreement. The Union agrees that it will not call, authorize, instigate, sanction or condone any strike, slowdown or stoppage of work during the period of this Agreement or any extension thereof.

Section 4.6

The Union agrees that it will indemnify and save the Board harmless from any and all liability, claim, responsibility damage or suit which may arise out of any action taken by the Board in accordance with the terms of this Article or in reliance upon the authorization described herein.

#### Section 4.7

The Board shall provide the Union with copies of all personnel status changes pertaining to the bargaining unit.

### ARTICLE V SENIORITY

#### Section 5.1

The Board shall prepare a list of employees showing their seniority in the length of service, in classification, with the Board and deliver the same to the Union upon request of the Union President. Upon completion of their probationary period, new employees shall be added to this list. For the purpose of this Article seniority shall be defined as the length of continuous service with the Board in the bargaining unit since the last date of hire.

#### Section 5.2

An employee shall be considered a probationary employee for the first nine (9) months worked. Thereafter seniority in length of service shall be from date of hire. In the case of probationary employees, there shall be no responsibility upon the Board for continuous employment nor for reemployment if laid off before the completion of their probationary period, but all other provisions of this Agreement shall apply. During such probationary period, layoff or discharge shall be left to the discretion of the Board, and the layoff or discharge of a probationary employee shall not be subject to the grievance and arbitration procedures set forth in this Agreement.

#### Section 5.3

If it becomes necessary to eliminate a position in the bargaining unit, the Board shall first identify the classification to be affected. The following groupings shall apply for the purposes of bumping rights:

Group A	Accounting Manager Payroll Manager
Group B	Supervisor Support Services
Group C	Supervisor, Custodial Services Supervisor, Maintenance
Group D	Supervisor Information Technology Network Administrator
Group E	Certified Public Accountant
Group F	Supervisor of Security
Group G	Program Supervisor – Out of School Programs Program Supervisor – Family Resource Centers

If an employee is slated to be laid off as a result of the elimination of a position, the employee shall have bumping rights as follows:

1. An employee may bump only a less senior employee within the same grouping from which he/she is slated to be laid off. In no case may an employee bump from one grouping to another.
2. An employee may only bump into a position that is equal to or lower in pay than the position from which the employee is slated to be laid off.
3. In order to bump into a position, the employee must have the present ability to perform the duties of such position, with basic orientation but without training.

If there is no position into which an employee can bump in accordance with the provisions set forth above, then the employee shall be laid off.

#### Section 5.4

Employees laid off in accordance with the provisions set forth above shall have the right to be rehired in the event a vacancy occurs in the position originally held within twelve (12) months of the date of layoff.



### Section 5.5

Prior to a Board decision to subcontract any portion of the work performed by employees covered hereunder which would result in the layoff of any members of the bargaining unit, the Union will be given written notice of such proposal and an opportunity to discuss the same with Administration. Any employee laid off as a result of a decision to subcontract shall be given two weeks' notice of termination. The Board will make reasonable efforts to assist any such laid off employee to find other employment which will permit unbroken insurance coverage.

### Section 5.6

An employee shall lose his seniority rights under any of the following circumstances:

- A. If he/she resigns;
- B. If he/she is discharged for just cause;
- C. If he/she has been laid off for lack of work and such layoff continues for more than two (2) years;
- D. If after layoff the Board issues a written notice of recall by certified mail to the employee's last known address, and the employee either fails to notify the Board within seven (7) calendar days of the date such notice is issued that he/she intends to return, or fails to return to work within fourteen (14) calendar days after such notice is issued;
- E. If he/she accepts a permanent appointment to a non-bargaining unit position, and such appointment exceeds six (6) months.

## ARTICLE VI WAGES, HOURS, OVERTIME

### Section 6.1

Wage and salary scales and classifications have been negotiated and are set forth on Schedule A attached hereto and hereby made a part of this Agreement.

### Section 6.2

Members of the bargaining unit are expected to be available with reasonable regularity for calls as a result of problems arising in the schools after regular working hours. While they are not expected to be on call, they are expected to respond to calls unless they are not home at that particular time.

### Section 6.3

Employees who are requested to use a privately owned automobile for conducting Board business shall be reimbursed once a month, after submitting a reimbursement request, for all mileage driven, at the I.R.S. rate. In order to be eligible for such reimbursement, the employee must submit a written request for reimbursement to the Business Office no later than the thirtieth (30<sup>th</sup>) calendar day of the calendar month following the travel, except that reimbursement requests for mileage for the months of May and June must be submitted by the tenth (10<sup>th</sup>) calendar day of the calendar month following the travel. Payment will be monthly. The Board may request proof of minimum insurance coverage required by law.

#### Section 6.4

Any member of the bargaining unit who holds a Master's Degree in a field related to his/her position, as determined by the Administration, shall receive a salary differential of three thousand dollars (\$3,000).

### ARTICLE VII HOLIDAYS

#### Section 7.1

The following holidays shall be observed as days off with full pay:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Good Friday	Day after Thanksgiving Day
Memorial Day	December 24th
Independence Day	Christmas Day
Labor Day	

If the Board of Education's adopted calendar includes Three King's Day as a holiday, then all bargaining unit members will be entitled to observe this holiday with pay.

#### Section 7.2

Holidays shall be celebrated in accordance with the Board's adopted calendar. In the event the Board's adopted school calendar does not recognize any of the above holidays as a paid day off, then the employee shall be provided the equivalent number of paid floating holidays to be used at his/her discretion with the prior approval of the employee's supervisor.

#### Section 7.3

When a holiday occurs during an employee's vacation, said holiday shall not be charged against the employee's earned vacation time. The employee shall be granted an additional day off at a time agreeable to the employee and the Supervisor.

Section 7.4

Any unanticipated holiday or day of mourning declared by the Superintendent shall be granted to the members of this Bargaining Unit.

Section 7.5

To be eligible for holiday pay, an employee must work the scheduled work day before and after the holiday. An employee who is on sick leave on either of such days must provide medical certification to receive holiday pay.

ARTICLE VIII  
VACATIONS

Section 8.1

All employees covered by this Agreement shall earn vacation leave at current base rate of pay as follows:

- A. On July 1 of each year, fifteen days' vacation shall be granted from each July 1 to June 30. If an employee is hired after July 1, his/her vacation will be prorated for that year. A new employee will be credited and eligible to use his or her prorated vacation days. Other employees shall receive fifteen days of vacation on July 1 for the upcoming year. Effective commencing on the July 1 prior to completion of five years of service, the employee shall receive one additional day for each additional year of service each year thereafter up to a maximum of twenty two (22) days per year. All vacation days must be used by September 30<sup>th</sup> of the following year or these unused days shall be forfeited. There is no accumulation of vacation days from one year to the next. Up to two (2) weeks of vacation credit to an employee for any year may be carried over until October 31 of the following year, but must be used in that period or it shall be forfeited unless additional time is authorized by the Superintendent.
- B. When the employee leaves employment due to retirement or resignation, and gives thirty (30) days written notice of separation, he/she will be paid for all earned and unused vacation days. Vacation days will be prorated back to the last July 1 in the last year of employment. If the employee needs to leave employment for emergency reasons due to self illness, immediate family member's illness, or death, then thirty (30) days' notice is not required. Immediate family for purposes of this clause is defined as parents, grandparents, spouse, brother, sister, child, stepchild, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law and also any relation who is domiciled in the employee's household.

Section 8.2

For the purposes of this Section, length of service is defined as total length of continuous service with the Board.

### Section 8.3

The vacation period will be set by mutual agreement between the employee and the employee's immediate supervisor, with approval by the Director of Human Resources. The best interests of the schools shall be the determining factor.

When an employee is separated from Board service or on a leave of absence without pay, for more than thirty (30) days he/she shall be paid his/her pro rata accumulated vacation leave and cease to accumulate any further leave. In the event of an employee's death, such payment shall be made to his/her surviving spouse, or if none, to his/her surviving children, or if none, to his/her estate.

### Section 8.4

When an employee has no sick leave available, he/she may request to use vacation leave as sick leave.

## ARTICLE IX LEAVE PROVISIONS

### Section 9.1

Each employee shall receive full pay for sickness at the rate of fifteen (15) days a year. These days are cumulative over a period of years, subject to a maximum accrual of 185 days. Accumulated sick leave will be determined on the basis of the employee's service with the Board since the most recent date of hire.

### Section 9.2

Sick leave credits will not accumulate while the employee is absent from work on leave without pay for more than thirty (30) days.

### Section 9.3

Sick leave may be used in the following cases:

- A. Personal illness or physical incapacity.
- B. Enforced quarantine of the employee in accordance with the community health regulations.
- C. Illness or physical incapacity in the employee's immediate family.

- D. Marriage of a member of the employee's immediate family (not to exceed one (1) working day), celebration of religious holidays, and temporary absence for personal reasons limited to situations not under the control of the employee which makes such absence from duty necessary, provided that no more than four (4) days per year may be used by an employee for the purposes described in this subsection D.
- E. For purposes of this section immediate family is defined as Spouse, parents, grandparents, brother, sister, child or, stepchild who is domiciled in the employee's household.
- F. Two days may be used each fiscal year with no reason required.

#### Section 9.4

In exceptional cases, the Board may grant additional sick leave with pay. Requests for such additional sick leave shall be in writing and must be signed by the employee when possible.

#### Section 9.5

Whenever an employee shall be absent from work caused by an accident or injury that occurred while he/she was engaged in the performance of his/her duties, he/she shall be compensated in accordance with the provisions of the Workers' Compensation Act.

#### Section 9.6

Any employee who is on leave of absence without pay shall not be paid for sick leave for any reason or holiday pay for any holiday occurring during the period of such leave. Such leave will not be credited for the purpose of accruing sick leave, vacation time, or longevity pay except in the case of military leave under Section 9.9 and other authorized leaves of thirty (30) working days or less.

#### Section 9.7

This section shall apply only to employees hired by the Board in any capacity prior to July 1, 2005. Any such employee who completes twelve (12) continuous years of service with the Board shall receive, upon retirement with sixty (60) days' notice, death or involuntary termination for reasons other than discipline, on the basis of his current wages, compensation for fifty percent (50%) of his accumulated sick leave, up to a maximum of ninety (90) days compensation. An employee who voluntarily resigns in lieu of disciplinary action will be excluded from this benefit.

#### Section 9.8 - Funeral Leave

Three (3) days special leave with full pay shall be granted for death in the immediate family of an employee. Immediate family for purposes of this clause is defined as parents, grandparents,

spouse, brother, sister, child, stepchild, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law and also any relation who is domiciled in the employee's household. One (1) day special leave with full pay shall be granted for death of an aunt, uncle, niece, or nephew.

#### Section 9.9 - Military Leave

Employees shall be granted leave for the purpose of attending summer training camps not exceeding two (2) weeks for Reservists or National Guardsmen. During this period the employee shall be paid the difference, if any, between his/her regular and military wage.

#### Section 9.10 - Jury Duty

An employee who is required to be absent from work in order to report for jury duty on a regularly scheduled work day will receive pay for the portion of the day that he/she is absent from work for this reason less the fee paid with respect to such jury duty.

If an employee is called for jury duty during the period he/she is scheduled to be on vacation, he/she shall have the option to reschedule his/her vacation.

Employee shall reimburse the Board for any stipend received from court system for jury duty.

#### Section 9.11 - Extended Leaves

The Board of Education may grant a leave of absence without pay for a period not to exceed one (1) year. Requests for such leave shall include a statement of the reasons therefore and of the length of leave requested. Employees on an extended leave of absence without pay as approved by the Board shall pay one hundred (100%) percent of the cost of continuing health insurance coverage during that leave.

#### Section 9.12 - Union Leaves

- A. If negotiation meetings between the Board and the Union are scheduled during normal working hours of a school day, representative of the Union shall be relieved from all regular duties without loss of pay as necessary in order to permit their attendance at such meetings.
- B. One (1) delegate shall be granted leave with full pay not to exceed a total of three (3) days per year to attend the State Convention.

#### MISCELLANEOUS

##### Section 9.13

Authorized leave of absence for thirty (30) working days or less will not be used as a basis of reducing employee benefits.

Section 9.14

Upon approval of the Superintendent, a leave of absence with pay may be granted for the purpose of the growth and development of an employee in his particular line of work.

ARTICLE X  
INSURANCE AND PENSION

Section 10.1

The Board shall maintain a High Deductible Health Plan/Health Savings Account (“HSA Plan”) as set forth in Appendix B. Enrollment in the insurance plan shall be subject to any and all eligibility requirements established by the insurance carrier and/or plan administrator, at group rates subject to conditions imposed by the carriers, with such coverage to be paid by the employee through payroll deduction.

The Board will not fund any portion of the deductible under the HSA Plan. Effective June 30, 2019, the Board will not process employee contributions into employees’ Health Savings Accounts, unless the Board and the Union mutually agree otherwise.

The Board will also provide for all bargaining unit personnel and their enrolled dependents Blue Cross Full Service Dental Plan with riders A, B, C.

Employees enrolled in the high deductible health plan must remain in the plan for the entire plan year.

Employees shall pay the following percentages of the premiums for the health and dental insurance coverage described in this section:

	<u>HSA Plan</u>	<u>Dental Plan</u>
Effective July 1, 2016:	7.0%	21.0%
Effective July 1, 2017:	7.5%	21.5%
Effective July 1, 2018:	8.0%	22.0%

The Board will adopt an Internal Revenue Code Section 125 plan which allows employees to pay insurance contributions with pre-tax dollars.

Section 10.2

The Board shall provide and pay for a life insurance policy with a double indemnity provision for each employee equal to his/her salary rounded up to the next highest thousand dollars. For each retiree, the amount shall be \$3000 (\$1000 for those who retired prior to May 9, 1973).

Section 10.3

The Board shall have the right to self-insure for any of the insurance benefits described in this Article and/or to change administrators/carriers/plans for any of the insurance benefits, provided the overall level of benefits, when considered as a whole, remains substantially comparable to the overall level of benefits in effect immediately preceding any such change.

Section 10.4

The retirement plan in effect on the date of this Agreement including any improvements hereinafter made in the East Hartford Town Retirement Plan will be continued and will be made available to all eligible employees hired prior to January 1, 2006. Employees hired on or after January 1, 2006 shall participate in the Defined Contribution Plan for Full-Time Employees of the Town of East Hartford.

Section 10.5

New employees shall not be eligible for insurance benefits until the ninetieth (90<sup>th</sup>) calendar day following the start date of their employment. The Director of Human Resources may waive this requirement.

Section 10.6

The Patient Protection and Affordable Care Act ("PPACA"; Public Law 111-148) has set forth and codified under the Internal Revenue Code (IRC) §4980I the imposition of an excise tax related to employer provided health insurance plans that exceed certain value thresholds. Should any Federal statute or regulation pertaining to IRC §4980I be mandated to take effect during the term of this Agreement, triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations in accordance with the Municipal Employee Relations Act. During such mid-term negotiations, the parties will reopen Section 10.1 (including the related Appendix B of the contract) for the purpose of addressing the impact of the excise tax. No other provision of the contract shall be reopened during such mid-term negotiations.

Section 10.7

Bargaining unit employees who retire in accordance with the Town of East Hartford's defined benefit retirement plan on or after July 1, 2016 shall be eligible to continue their health insurance coverage under the health insurance plan(s) provided to active employees in the bargaining unit, as such plan(s) may change from time to time, provided the retiree shall pay the same percentage for individual coverage for the retiree as the percentage paid by active employees in the bargaining unit, as such percentage may change from time to time. The retiree will be responsible for the full premium cost for coverage under such plan(s) for eligible dependents.

ARTICLE XI



## DISCIPLINARY PROCEDURE

### Section 11.1

All disciplinary action must be for just cause, and shall be applied in a fair manner. The penalty imposed shall be appropriate for the offense committed and the past record of the employee.

### Section 11.2

Disciplinary action may consist of a written warning, suspension without pay, discharge or such other action as may be appropriate in the special circumstances. The Board shall give notice of any disciplinary action to the employee and to the Union President.

### Section 11.3

No service ratings or other evaluative material shall be added to an employee's official personnel file unless a copy of such material has been provided to the employee. The employee may prepare a written response to any such material, and upon the employee's request such response shall also be added to the employee's file. Service ratings or other evaluative material shall not be subject to the grievance procedure.

## ARTICLE XII SAVINGS CLAUSE

Should any article, section or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific article, section, or portion thereof directly specified in the decision; upon issuance of such a decision, the parties agree immediately to negotiate concerning a substitute for the invalidated Article, Section, or portion thereof.

## ARTICLE XIII DURATION

### Section 13.1

This Agreement shall become effective upon signing and shall remain in effect through June 30, 2019, and from year to year thereafter unless terminated or modified in accordance with the procedures set forth below

### Section 13.2

In the event that either party desires to terminate or modify this Agreement, written notice must be given to the other party prior to the termination date specified above, in accordance with the applicable requirements of the Municipal Employee Relations Act.

Section 13.3

This Agreement constitutes and incorporates all known understandings between the parties and contains the full and complete documentation of all negotiable issues.

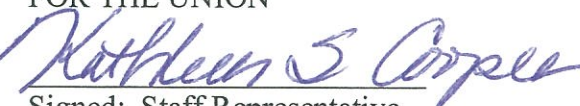
IN WITNESS WHEREOF, the parties hereto have set their hands this 20<sup>th</sup> day of June, 2016.

FOR THE BOARD

  
\_\_\_\_\_  
Signed: Chairperson

  
\_\_\_\_\_  
Signed: Superintendent

FOR THE UNION

  
\_\_\_\_\_  
Signed: Staff Representative

  
\_\_\_\_\_  
Signed: President

**APPENDIX A**

<b><u>CLASSIFICATIONS</u></b>	<b><u>7/1/2016</u></b>	<b><u>7/1/2017</u></b>	<b><u>7/1/2018</u></b>
	2.0%	2.0%	2.0%
<b>Accounting Manager</b>	\$80,679	\$82,293	\$83,939
<b>Payroll Manager</b>	\$72,159	\$73,602	\$75,074
<b>Supervisor Support Services</b>	\$71,427	\$72,856	\$74,313
<b>Supervisor, Custodial Services</b>	\$84,512	\$86,202	\$87,926
<b>Supervisor, Maintenance</b>	\$84,512	\$86,202	\$87,926
<b>Network Administrator</b>	\$86,353	\$88,080	\$89,842
<b>Supervisor Information Technology</b>	\$99,111	\$101,093	\$103,115
<b>Certified Public Accountant</b>	\$91,709	\$93,543	\$95,414
<b>Supervisor of Security</b>	\$79,601	\$81,193	\$82,817
<b>Program Supervisor – Out of School Programs</b>	\$72,261	\$73,706	\$75,180
<b>Program Supervisor - Family Resource Centers</b>	\$74,862	\$76,359	\$77,886

**APPENDIX B**

**HIGH DEDUCTIBLE HEALTH PLAN  
HEALTH SAVINGS ACCOUNT**

*THIS IS A BRIEF SUMMARY OF THE BENEFITS COVERED UNDER THE PLAN. IT IS NOT INTENDED TO BE A COMPLETE LIST OF BENEFITS*

	<b>In-Network Member pays:</b>	<b>Out-of-Network Member pays:</b>
<b>COST SHARE PROVISIONS</b>		
Annual Deductible ( <i>single/ family</i> )	\$2,000/\$4,000	
Coinsurance	Not applicable	20%
<i>Out of Pocket Maximum (Including Deductible)</i> ( <i>single/ family</i> )	\$4,000 / \$8,000	\$4,000/\$8,000
Lifetime Maximum	Unlimited	Unlimited
Single Deductible must be satisfied before any Covered Services		
	<b>In-Network After Annual Deductible Member pays:</b>	<b>Out-of-Network After Annual Deductible Member pays:</b>
<b>PREVENTIVE CARE</b>		
Well child care	No cost share	Deductible & Coinsurance
Adult Physical examinations	No cost share	Deductible & Coinsurance
<b>Other Preventive Screenings:</b>		
Routine gynecological care: pap smear & pelvic exam	No cost share	Deductible & Coinsurance
Mammography, Prostate, colorectal, colonoscopy, lipid & diabetic	No cost share	Deductible & Coinsurance
Hearing & Vision screening	No cost share	Deductible & Coinsurance
Immunizations and Vaccinations (other than those needed for travel)	No cost share	Deductible & Coinsurance
<b>HOSPITAL SERVICES</b>		
<b>All Inpatient Admissions</b>	Deductible	Deductible & Coinsurance
Specialty Hospital 100 days per member per Calendar Year -- additional visits are available once maximum is met, subject to Out of Network cost shares	Deductible	Deductible & Coinsurance
<b>Outpatient Surgery</b> in a licensed ambulatory surgical center	Deductible	Deductible & Coinsurance
<b>DIAGNOSTIC SERVICES</b>		
Diagnostic lab and x-ray	Deductible	Deductible & Coinsurance
High Cost Diagnostic Tests MRI, MRA, CAT, CTA, PET, and SPECT scans	Deductible	Deductible & Coinsurance
<b>THERAPY SERVICES</b>		
<b>Outpatient Rehabilitation</b> Outpatient Rehabilitation and restorative physical, occupational, speech and chiropractic therapy for up to 50 combined visits per Calendar Year. Additional visits are available once maximum is met, subject to Out of Network cost shares.	Deductible	Deductible & Coinsurance

	<b>In-Network Member pays:</b>	<b>Out-of-Network Member pays:</b>
<b>COST SHARE PROVISIONS</b>		
Allergy Office Visit/Testing	Deductible	Deductible & Coinsurance
Allergy Injections – Immunotherapy or other therapy treatments	Deductible	Deductible & Coinsurance
<b>MEDICAL EMERGENCY/URGENT CARE SERVICES</b>		
Emergency Room Treatment Emergency cost share waive if the Member is admitted directly to the Hospital from the emergency room	Deductible	Deductible & Coinsurance
Ambulance- Land & Air; Paid according to the Department of Public Health Ambulance Service Rate Schedule	Deductible	Deductible & Coinsurance
<b>PHYSICIAN MEDICAL/SURGICAL SERVICES</b>		
Medical Office Visits	Deductible	Deductible & Coinsurance
Services of a Physician or Surgeon (Other than a medical office visit.	Deductible	Deductible & Coinsurance
	<b>In-Network After Annual Deductible Member pays:</b>	<b>Out-of-Network After Annual Deductible Member pays:</b>
<b>MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES</b>		
<b>Outpatient Treatment for Mental Health Care and Substance Abuse Care</b>	Deductible	Deductible & Coinsurance
<b>Inpatient Hospital Services</b> In a Hospital or Residential Treatment Center for Mental Health Care	Deductible	Deductible & Coinsurance
<b>Inpatient Rehabilitation Treatment for Substance Abuse Care</b> In a Hospital or a Substance Abuse Treatment Facility	Deductible	Deductible & Coinsurance
<b>OTHER MEDICAL SERVICES</b>		
<b>Skilled Nursing Facility</b> Up to 120 days per Calendar Year	Deductible	Deductible & Coinsurance
<i>Private Duty Nursing</i> Limited to \$15,000 per Plan Year	Deductible	Deductible & Coinsurance
<i>Immunizations and Vaccinations for Travel</i>	Deductible	Deductible & Coinsurance

<b>COST SHARE PROVISIONS</b>	<b>In-Network Member pays:</b>	<b>Out-of-Network Member pays:</b>
<p><i>Prescription Drugs</i></p> <p><b>Retail Pharmacy:</b> The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 30 day supply.</p> <p>Diabetic equipment, drugs, and supplies.</p> <p><b>Mail Order Pharmacy:</b> The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 90 day supply.</p> <p>Diabetic equipment, drugs, and supplies.</p>	<p>Deductible</p> <p>Deductible</p>	<p>Deductible &amp; Coinsurance</p> <p>Deductible &amp; Coinsurance</p>
<p><b>Prescription drugs –after deductible</b> <i>(when purchased from network pharmacy)</i></p>	<p><u>Retail (30 day supply)</u> \$10 Tier 1 co payment \$25 Tier 2 co payment \$40 Tier 3 co payment</p> <p>Mail Order (90 day supply) \$10 Tier 1 co payment \$50 Tier 2 co payment \$80 Tier 3 co payment</p>	<p>Deductible &amp; Coinsurance Per prescription</p> <p>Deductible &amp; Coinsurance Per prescription</p>
<p><b>Human Organ and Tissue Transplant</b> Unlimited Maximum</p>	<p>Deductible</p>	<p>Deductible &amp; Coinsurance</p>
<p>Home health care Nursing and therapeutic services limited to 200 visits per calendar year</p> <p>Home health aide services limited to 80 visits that are (applicable to the 200 visit limit)</p> <p><b>In the Home Hospice Medical Social Services</b> under the direction of a Physician Up to \$420</p>	<p>Deductible</p> <p>Deductible</p> <p>Deductible</p>	<p>Deductible &amp; Coinsurance</p> <p>Deductible &amp; Coinsurance</p> <p>Deductible &amp; Coinsurance</p>
<p><b>Infusion Therapy</b> Unlimited lifetime maximum</p>	<p>Deductible</p>	<p>Deductible &amp; Coinsurance</p>
<p><b>Durable Medical Equipment and Prosthetic Devices</b></p> <p><b>Hearing Aid Coverage</b> Available for dependent children age 12 years and under with a maximum of \$1,000 within a two year period</p> <p>Diabetic equipment and supplies</p>	<p>Deductible</p>	<p>Deductible &amp; Coinsurance</p>
<p><i>Ostomy Related Services</i></p>	<p>Deductible</p>	<p>Deductible &amp; Coinsurance</p>

<b>COST SHARE PROVISIONS</b>	<b>In-Network Member pays:</b>	<b>Out-of-Network Member pays:</b>
<b>Hospice Care ( Inpatient)</b>	Deductible	Deductible & Coinsurance
<i>Wig</i> Up to \$500 maximum per Member per Plan Year		
<b>Specialized Formula</b>	Deductible	Deductible & Coinsurance
Infertility Services – covered only to the levels pursuant to State of CT mandate  Office Visits Outpatient Hospital Inpatient Hospital Infertility Drugs The maximum supply of a drug for which benefits will provided when dispensed under any one prescription is 30 day supply	Deductible	Deductible & Coinsurance
<b>Maternity</b>	Deductible	Deductible & Coinsurance

**Dependent Maximum age is 26 years.**

**Notes to Benefit Descriptions**

- Skilled nursing facility services limited to 120 days per calendar year.
- Home health care services are limited to 200 visits per calendar year.
- Inpatient rehabilitative services limited to 100 days per member per calendar year.
- PT, OT, ST, and chiropractic services limited to 50 combined visits per member per calendar year.
- Inpatient hospitalizations require authorizations.
- For a complete list of exclusions and limitations, please reference your Certificate of Coverage.

*This does not constitute your health plan or insurance policy. It is only a general description of the plan.*